*Letter to Internship Site Supervisor* (Updated 8/25/17)

The College of New Jersey Department of Psychology P.O. Box 7718

Ewing, NJ 08628-0718

Dear Internship Supervisor:

Thank you for providing a valuable internship for a student of the Psychology Department at The College of New Jersey. This letter describes our expectations for an Internship in Psychology, and the responsibilities of the sponsoring organization and supervisors providing internship experiences for our students.

The Internship in Psychology gives students opportunities to apply and to expand their understanding of psychology by working alongside professionals who use psychological knowledge and principles in their work. Student interns must be involved in appropriate pre- professional activities that expand their knowledge and skills. For counseling-related or human services placements, direct contact with clients is required; clerical and unskilled activities would be minimal. For I/O (business) psychology internships, some administrative tasks may be appropriate. The intern is required to work 40 hours on site for each semester hour of credit earned. **For a 1 course unit (4-credit) internship, interns are required to complete 160 hours of on-site work over a 14-week semester, or approximately 11 hours per week**.

The on-site supervisor is responsible for (1) offering appropriate intern duties, (2) training the intern in performance of the specified duties, (3) providing weekly in-person supervision of the intern, and (4) completing an evaluation of the student intern at mid- and end-of-semester.

As part of the internship approval process, the student intern will ask you to provide a letter of intent to offer the internship experience. This letter must include the following information, which will enable us to determine whether the Internship meets the expectations of the Psychology Department in terms of intern duties and number of hours worked on-site:

***Note***: **Letter should be typed on organization letterhead**

1. Name of student intern
2. Primary focus of the internship site (*Example*: outpatient community clinic for clients of all ages and mental health concerns)
3. Name of supervisor
4. Supervisor’s phone number and email address
5. Intern’s duties (please be specific or the review committee will request a new letter)

*Example*: assist with client intakes; attend weekly treatment team meetings; participate in mindfulness group therapy sessions; help to write group session notes; attend occasional individual therapy sessions (if client gives permission).

1. Number of hours per week that the intern will work on-site
2. Start date (month/day/year) and end date (month/day/year) of internship

***Note***: If start/end dates are not available, include total number of on-site hours that the intern is expected to complete.

1. Confirmation that students will complete a minimum of **160 total hours** at the placement (for 1 course unit).

If you have any questions, please feel free to contact me. Thank you again for offering a valuable learning experience for our students.

Sincerely,

Margaret (Betsy) Ruddy, PhD

Chair, Psychology Department Internship Committee

Email [ruddy@tcnj.edu](mailto:ruddy@tcnj.edu) Phone: 609.771.2630 Fax: 609-637-5178